



# STATE MICROGRAPHICS RECORD TRANSMITTAL AND RECEIPT

State Form 49433 (7-99)

Indiana Commission on Public Records  
402 W. Washington St., Rm. W472  
Indianapolis, Indiana 46204  
Telephone: (317) 232-3373  
Fax: (317) 233-1713

- INSTRUCTIONS:**
1. Complete and send entire form to State Micrographics prior to microfilming.
  2. Use one transmittal for each record series number.
  3. A receipt will be given at the time the records are transferred.
  4. Transmittal must be typed or printed in order to ensure accuracy and legibility.

TO:
<b>STATE MICROGRAPHICS</b> <b>INDIANA COMMISSION ON PUBLIC RECORDS</b> 100 North Senate Avenue, N055 Indianapolis, Indiana 46204 Telephone (317) 232-3381 Fax (317) 233-0412

FROM:
Contact person / Complete name/division and address of origin
Fund / Object / Center

AUTHORIZATION TO MICROFILM / PER RETENTION SCHEDULE	
Signature of records / information coordinator	Date signed
Telephone number	FAX
Record series number	Number of boxes

RECEIPT OF RECORDS	
Signature of Micrographics employee receiving records	
Printed name of Micrographics employee receiving records	
Name of delivery person	Date / time

VERIFICATION	
Agency	Signature of undersigned agrees to verify microfilm upon receipt.

**Distribution:** White - Agency; Canary - Micrographics



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